

Attendance

It is each student's basic responsibility as a member of the school community to be on time and attend all classes. Daily telephone calls will be made to parents/guardians to report student absences.

The District will support and encourage a student's efforts to maintain or improve school attendance. Students who are truant or who have excessive absences will be disciplined according to the provisions set forth in the District's Code of Conduct.

Students are allowed twenty (28) absences in a full-year course and fourteen (14) absences in a semester course. Any absences from school for illness, doctor or dentist appointments, court appearances, death in the family, college visits, family emergency or vacation, and other such reasons, are counted in this total.

The school recognizes that attendance may be affected by extenuating circumstances. Written documentation from the doctor, physical therapist, court, counselor, or other such provider must be submitted to the school in order for any of these absences to be considered as extenuating circumstances. Notes must be written on business letterhead or be from a prescription pad and must include:

- date(s)
- times for each date (i.e., all day, from 8:00 am to 10:00 am, from noon until the end of the day, etc.)
- specific reason the student was unable to attend school
- the provider's signature.

Notes from parents/guardians are not accepted.

School-sponsored college visits, field trips, conferences, and other such events do not count toward class absences. Additionally, absences due to suspension are not counted in class totals of absences.

Procedure:

1. 7 days – The teacher will conference with the student in question
2. 14 days – The student will meet with the teacher and the guidance counselor
3. At 21 days – A conference will be scheduled involving the parent, the student and the principal. At this conference a contract will be drawn detailing what the student must do to maintain his/her eligibility for consideration of course credit.
4. 28 days – A hearing will be convened by the Principal for the purpose of considering the teacher's request that credit is denied.

*For semester and other classes that meet for less than the full school year (180 days), the above number of days missed will be prorated and the same procedures follow.